



IMP 87- 05, Summary

There have been some minor language changes. The form attached to the policy is a New Employee Orientation Supervisor's Checklist (ADVS 01-18) and should be completed by the supervisor. One should be completed and signed by both the employee and the supervisor and sent to Human Resources within 30 days of hire.

ARIZONA DEPARTMENT OF VETERANS' SERVICES

INTERNAL MANAGEMENT POLICY 87-05

SUBJECT: NEW EMPLOYEE ORIENTATION

EFFECTIVE DATE: March 1, 2000 (Supersedes 87-05, 4/1/99, 12/15/92 and 7/1/92)

- 1.0 POLICY: It is the policy of the Arizona Department of Veterans' Services (ADVS) to assist each new employee in becoming acquainted with fellow employees, to provide an early understanding of the organization and mission of ADVS, to inform each new employee of the requirements of his or her job and to treat new employees in a manner that will help instill feelings of pride in their jobs.
- 2.0 AUTHORITY: A.R.S. § 41-604, Duties and Powers of the Director, A.R.S. § 38-231 et seq., Oath of Office; and various Code of Federal Requirements (i.e., Immigration and Naturalization, Internal Revenue Service, etc.).
- 3.0 RESPONSIBILITY: The supervisor is responsible for discussing items specified on the New Employee Checklist. Division Administrators shall be responsible for assuring that all subordinate supervisors understand and use this procedure.
- 4.0 PROCEDURES:
 - 4.1 A briefing for new employees will be given every Monday at 8:00 a.m. at the Arizona State Veteran Home. The briefing will be conducted by the Human Resources Office and other subject matter experts. Orientation will cover the following:
 - 4.1.1 Necessary forms such as employee's withholding certificate, loyalty oath, retirement enrollment, etc.
 - 4.1.2 Insurance and retirement programs.
 - 4.1.4 Deferred Compensation program.
 - 4.1.4 Pay, paydays, and direct deposit.
 - 4.1.5 Driver's license and the use of State vehicles.
 - 4.1.6 Credit union, employee organizations and State Employees Charitable Campaign (SECC).

4.1.7 Required training as necessary for certain types of ADVS positions.

4.2 The immediate supervisor of the new employee shall:

4.2.1 Prepare to receive and orient the new employee before he/she reports for work. The New Employee Orientation Supervisor's Checklist (ADVS Form 01-18) shall be used to assist the supervisor in this matter. In the case of employees transferred to a new unit from elsewhere in ADVS, use of the form is optional but may be beneficial for some employees.

4.2.2 Conduct orientation informally on an individual basis. A relaxed, friendly atmosphere will encourage the new employee to ask questions if he/she does not understand some of the discussion.

4.2.3 Discuss the New Employee Orientation Supervisor's Checklist (ADVS 01-18) with the new employee on the first day of work. The supervisor may discuss some items at a later time so that the employee does not receive too much information on the first day. It is the responsibility of the supervisor to assure that all applicable items are discussed with the new employee during the first week of employment.

4.2.4 Obtain the employee's signature on the New Employee Checklist. The supervisor also signs the form and forwards it to Human Resources to become part of the employee's permanent file.

5.0 IMPLEMENTATION: This policy shall be implemented without change on the effective date.


Patrick F. Chorprenning, Director

Attachment: New Employee Orientation Supervisor's Checklist (ADVS 01-18)

**ARIZONA DEPARTMENT OF VETERANS' SERVICES (ADVS)
NEW EMPLOYEE ORIENTATION SUPERVISOR'S CHECKLIST**

Employee's Name _____ First date of work _____

Job Title _____ Location _____ Grade _____

This checklist is designed to insure that every new employee is provided with all the information needed to perform his/her job properly. By their signatures herein, the new employee and the supervisor indicate that this has been accomplished. Cross out any items below which do not apply. Add additional items on back of this form.

Get Ready to Receive the New Employee

- _____ Review the employee's experience, education and training
- _____ Have workplace ready and any books, manuals, tools or supplies needed
- _____ Have ready a list of the duties to be assigned

Welcome the New Employee

- _____ Discuss his/her background, interests and career plans
- _____ Encourage questions about ADVS and the job
- _____ Make an appointment to explain PASE Planner

Explain the Work

- | | |
|---|---|
| _____ Assign a workplace and equipment | _____ Explain his/her duties and what you expect |
| _____ Explain function of your dealing with the public | _____ Show sample of the unit and his/her place in it work, manuals, procedures, etc. |
| _____ A written job description must be given to every employee | _____ Explain Agency's Mission Statement |
| | _____ Explain dealing with the public |

Explain Employee's Responsibilities

- | | |
|----------------------------------|--|
| _____ Safety and accident | _____ Hours of work, lunch and coffee breaks |
| _____ Punctuality and attendance | _____ Care of tools and equipment |
| _____ Use of telephone | _____ Conservation of supplies |

Show the New Employee Around

- | | |
|-----------------------------------|--|
| _____ Introduce to fellow workers | _____ Show the facilities, lavatory and lunchroom |
| _____ Introduce to superiors | _____ Arrange to have coffee or lunch with him/her |

Supervisor's Signature _____

Date _____

New Employee's Signature _____

Date _____

(Send completed form to the ADVS Human Resources Office within 30 days)